

**2016-2017 Congresswoman Vicky Hartzler – Academy Nomination Form
COLLEGE ADVISOR/FACULTY EVALUATION AND LETTER OF
RECOMMENDATION GUIDELINES**

Name of Applicant (Last, First, Middle)

Date of Birth

The person named above is applying for a nomination to a U.S. Service Academy. The questions below help the Congresswoman select the best possible candidates. We know that it takes you a considerable amount of time and effort to complete this form and letter of recommendation. We appreciate your honest evaluation and help in this process.

Please rank the applicant among his/her peer group:

_____ Excellent, among the best I have known _____ Very Good, stands out in relation to peers
_____ Average _____ Below Average

Signature: _____ Date: _____

Name (printed): _____ Title: _____

School: _____

Email: _____ Phone: _____

**Using school letterhead, please attach your letter of recommendation.
To help formulate your letter, you might consider the following questions:**

1. How long have you known the applicant and in what capacity?
2. How is the applicant balancing his college course load and activities?
3. What are the applicant's strengths, talents, or unique qualities?
4. Has the applicant displayed any leadership characteristics and/or reactions to stressful situations?

Please return this completed form and your letter of recommendation in a sealed envelope with your signature across the flap to the address below. It must arrive no later than October 12, 2016.

Attn: Academy Coordinator
Congresswoman Vicky Hartzler
2415 Carter Lane, Ste 4
Columbia, MO 65201
202-225-2876